SPECIAL COLLECTIONS

1971-72

Kenneth A. Lohf

Librarian for Rare Books and Manuscripts

Table I

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections: Annual Report for the Year Beginning July 1, 1971

Library Name: Special Collections Reported by: _____ Date: _____

	TOTAL Beginning of year	ADDITIONS Catalog. Dept.	ADDITIONS Departmental Library	ADDITIONS TOTAL	WITHDRAWALS Catalog. Dept.	WITHDRAWALS Departmental Library	WITHDRAWALS TOTAL	NET CHANGE	TOTAL End of year
MATERIAL									
1.Monographs	237,731	3011	2	3013		6	6	3007	240,738
2.Bound Serials		519		519				519	519
3.Unbound Serials									
4.Master's Essays	4,837		48	48				48	4885
5. Sheet music	20,350								20,350
6. Dealer's catalogs	15,300		564	564				564	15,864
7. Collections (uncat)	39,973		2173	2173				2173	42,146
8.TOTAL lines 1-7	318,191	3530	2787	6317		6	6	6311	324,502
9.Manuscripts	4,030,000		627,977	627,977				627,977	4,657,977
10.Microfilm reels	478	4	215	219		51	51	168	646
11.Microfiches									
12.Microcards									
13.Microprints									
14.TOTAL lines 10-13	478	4	215	219		51	51	168	646
15.Films									
16.Film strips									
17.Slides	ca. 100								ca. 100
18.Phonorecords	616		1265	1265				1265	1881
19.Tape recordings	330		196	196				196	526
20. Broadsides	2,051								2051
21. Maps	1,401		3	3				3	1404
22. Memoirs(oral hist.)	2,039		131	131				131	2170
23. Pictures, prints, etc.	ca.5,500		4551	4551			1	4551	10,051

C1(1071)3C

(Table I continued)

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections: Annual Report for the Year Beginning July 1, 1971

Library Name: Special Collections Reported by: Date:

	TOTAL Beginning of year	ADDITIONS Catalog. Dept.	ADDITIONS Departmental Library	ADDITIONS TOTAL	WITHDRAWALS Catalog. Dept.	WITHDRAWALS Departmental Library	WITHDRAWALS TOTAL	NET CHANGE	TOTAL End of year
MATERIALS									
24. Posters	ca. 10,000							ca.	10,000
25. Cuneiform tablets	ca. 500							ca	500
26. Epigraphy specimens	159	These figures are included with Monographs by Cataloging.							
27. Papyri	ca. 700								
28. Ostraca	ca. 500								ca.500
29. Press file	ca. 10,000		3181	3181				3181	13,181
30. Arrearages	13,801		2616	2616		1799	1799	817	14,618

C1(1071)3C

Table II

FORM A

COLUMBIA UNIVERSITY LIBRARIES

Growth of Collection Statistics (Technical Services), Year Beginning July 1, 1971

ADDITIONS X WITHDRAWALS ____ TYPE OF MATERIAL Serials

Name of Library	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
General Library	1024	956	1317	1086	1142	1623	1246	1301	1155	1090	1205	1051	14196
Avery	62	31	79	71	57	45	19	38	46	54	108	40	650
Biology	7	82	110	9	39	5	39	259	50	17	72	54	743
Browsing													
Burg-Carp., Classics	2	4	1	4	3	4		1	5	6	4	3	37
Business	326	393	320	311	395	402	492	319	286	279	404	379	4306
Chemistry	23	90	50	83	52	38	36	56	86	23	28	25	590
College	2	2		6	5	4		4	7	3	6		39
College Catalogs													
Computer Center								1		1			2
Columbiana													
East Asian	55	11	32	80	39	65	7	41	14	53	19	19	435
Engineering	27	135	150	60	125	38	18	10	6	69	51	32	721
Fine Arts	25	19	25	59	27	51	9	36	36	37	31	42	397
Geology	7	18	75	179	81	48	11	51	33	30	61	33	627
Geoscience	11	45	83	61	44	20	13	117	164	23	180	116	872
Graphic Arts	3	16	3	7	1	1	6	29	8	7	5		86
Int'l Affairs	278	416	794	1240	1269	783	451	636	475	363	471	204	7380
Journalism	2	10	12	29	2	12	15	20	12	16	23	23	176
Law and Int'l Law													
Library Service	78	76	30	68	69	49	76	41	49	42	56	30	664
Mathematics	7	1	8	29	20	15	3	2	19	15	17	46	182
Medical													
Microform Room													
Music	10	2	1	25		7	12	10	8	5	10	12	102
Paterno	20	15	53	12	9	9	6	7		1	2	2	136
Philosophy					4			1	1			2	8
Physics	4	34	52	49	67	26	321	14	38	3	100	51	459
Psychology	7		39	69	25	8	9	212	38	15	22	76	521
Reference	42	25	58	21	44	44	49	53	67	61	62	61	587
Science	6	5	27	18	7	12	9	13	13	14	16	25	166
Social Work							2	3				2	
Spec. Collections (Total)		1	1	62	69	43		1240	30	40	9	60	1705
Theatre Arts													
Tare	1												
Cataloging Acquisitions		6	8		8		20	12	10	1	5	14	84

ME OF LIBRARY	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	TOTAL
ecial Collections:							24 W						
Classification			1W 1A	12	55	8	121	7	22	6	2		234 A
ook Arts										1		48	49
ronson Howard													
olumbiana				39		1	4	1088	7	32	5	8	1184
ramatic Library						25				1			26
(Incunabula)													
Gonzales Lodge													
Hist. Coll. Child. Lit.		1			13	8	14	145	1				182
J (Joan of Arc)													
Kilroe												2	2
Macy Memorial													
Papyrus & Epigraphy													
Park Benjamin													
Reference				11	1	1 W				9 W	2		14A 10W
Seligman						1	9					2	12
Smith													
X (Manuscripts													
Y (Collection													
Spec. Coll. Sub-Total		1	1W 1A	62	69	43		1240	30	40	9	60	1703

(Table II continued)

FORM A

COLUMBIA UNIVERSITY LIBRARIES

Growth of Collection Statistics (Technical Services), Year Beginning July 1, 1971

ADDITIONS ____ WITHDRAWALS X TYPE OF MATERIAL Serials

Name of Library	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
General Library	100	22	63	1015	1003	385	73	220	130	231	213	120	3575
Avery	13					1		9		1	2	7	33
Biology	25	187		1			24						237
Browsing										2			4
Burg-Carp., Classics				2									
Business	2	6	24	21	34	16	73	43	65	2	2	62	350
Chemistry	3		2	2		286	3						296
College			1										1
College Catalogs													
Computer Center													
Columbiana				1	2	1		5		3			12
East Asian	3		91	45		73	1	1			21	8	243
Engineering													
Fine Arts		61		6				174	1		1		243
Geology													
Geoscience													
Graphic Arts		1		3	2	3	5	1	3	1	3	1	23
Int'l Affairs	6		9	4	5				2			1	27
Journalism													
Law and Int'l Law	13		3	30	26	3	8		15		7		105
Library Service		197		5									202
Mathematics													
Medical													
Microform Room													
Music	5	1	7					13				12	38
Paterno		1											1
Philosophy	4	6	2	15	86	22	89				1		225
Physics				3								3	6
Psychology	12	6	2	4	3	27	29	46	117	4	173	21	444
Reference	1	2	4	45		29	1						82
Science													
Social Work													
Spec. Collections (Total)													
Theatre Arts	12	5	2	2									21
Tare													

Table III

FORM A

COLUMBIA UNIVERSITY LIBRARIES

Growth of Collection Statistics (Technical Services), Year Beginning July 1, 1971

ADDITIONS X WITHDRAWALS ____ TYPE OF MATERIAL Monographs

Name of Library	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
General Library	2617	2145	2845	2658	2979	2706	2761	2532	2977	2355	2433	2284	31292
Avery	153	215	186	199	163	157	170	175	199	177	288	128	2210
Biology	31	17	23	36	37	23	40	69	19	32	13	21	361
Browsing													
Burg-Carp., Classics	246	452	573	786	1010	688	1197	978	691	340	377	214	7552
Business	303	191	275	300	184	185	261	177	226	234	128	166	2630
Chemistry	25	13	27	55	19	13	33	23	16	15	10	30	279
College	21	46	36	52	87	26	20	111	39		18	1	451
College Catalogs													
Computer Center		14	8	3	1	8			3	4	4	34	79
Columbiana													
East Asian	88	60	98	121	78	54	109	93	93	84	82	56	1016
Engineering	61	106	45	78	63	44	86	77	72	93	48	82	855
Fine Arts	110	128	78	136	116	124	113	150	146	175	182	111	1569
Geology	25	53	46	29	31	29	26	40	23	35	37	32	406
Geoscience	17	10	9	17	12	8	9	23	11	24	18	18	175
Graphic Arts	24	12	9	7	20	12	69	48	33	29	52	14	308
Int'l Affairs	564	636	668	621	712	688	621	1070	1025	758	795	666	8824
Journalism	28	33	30	23	45	42	38	24	52	31	38	29	413
Law and Int'l Law													
Library Service	129	140	142	119	153	120	160	179	146	135	120	101	1644
Mathematics	15	15	21	8	8	17	33	22	17	13	19	13	200
Medical													
Microform Room													
Music													
Paterno	18	21	73	70	12	22	27	25	30	25	14	34	371
Philosophy	39	18	23	19	34	36	47	42	64	40	28	25	415
Physics	24	21	27	54	37	16	32	23	60	21	18	16	349
Psychology	49	22	21	25	22	8	34	29	35	24	23	52	344
Reference	37	30	42	74	46	64	68	89	54	75	56	57	692
Science	21	22	16	13	20	30	18	24	18	11	18	45	256
Social Work	29	4	43	148	132	99	146	67	63	30	19	21	804
Spec. Collections (Total)	169	114	233	250	164	115	198	536	159	376	513	435	3262
Theatre Arts	49	49	28	11								1	138
Tare	10	8	8	1	10	12	25	13	7	12	13	9	128
Juvenile (Children's books in SLS)		63			78	12	21	22	5	13	2	19	235

(Table III continued)

- 2 -

NAME OF LIBRARY	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	TOTAL
Special Collections:													
B Classification	109	38	136	127	10W 107	84	100	321	7 W 71	106 W 121	245	169	1628
Book Arts		1		9	20	20	21	57	5	16	43	2	194
Bronson Howard													
Columbia (Dissertations)	54	66	50	45	17	4	25	133	63	165	192	242	1056
Columbiana	2		40	63	12	7	45	12	17	13	21	19	251
Dramatic Library		1	6	1			1	6	2	2	9		28
E (Incunabula)							1						1
Gonzales Lodge					4		1			3	1		9
Hist. Coll. Child. Lit.											1		1
J (Joan of Arc)													
Kilroe			1										1
Macy Memorial		8											8
Papyrus & Epigraphy								1	1	55		1	58
Park Benjamin													
Reference	1			5	3		3	6		1			19
Seligman						1 W							
Smith	3				1		1				1	1	7
X (Manuscripts												1	1
Y (Collection													
Spec. Coll. Sub-Total	169	114	233	250	164	115	198	536	159	376	513	435	3262

(Table III continued)

FORM A

COLUMBIA UNIVERSITY LIBRARIES

Growth of Collection Statistics (Technical Services), Year Beginning July 1, 1971

ADDITIONS _____ WITHDRAWALS X TYPE OF MATERIAL Monographs

Name of Library	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
General Library	47	321	406	112	275	445	149	159	511	172	264	233	3094
Avery					7				1	1			9
Biology	1	24	2	1	36	1				1		10	76
Browsing													
Burg-Carp., Classics	100	1			17			139	3	11	3	3	277
Business		8				13	137	96	7	2	402	52	717
Chemistry		117	25		23		29		2		17	1	214
College		2	2					64	4		25	1	98
College Catalogs													
Computer Center													
Columbiana													
East Asian	78		1		1	2	40	75		4	1		202
Engineering			24			1	1						26
Fine Arts					1					2	4		
Geology					3			3	5			18	29
Geoscience									1				
Graphic Arts										1		1	2
Int'l Affairs				1	1	2			2		2	3	11
Journalism								2					2
Law and Int'l Law													
Library Service	1	1		223	10	181	1	1	6	1	4	6	434
Mathematics												2	3
Medical													
Microform Room													
Music								1			1		2
Paterno				94	61		149	9		2		1	316
Philosophy								1		6			7
Physics	19				1	3			1				24
Psychology			2				1	166		1	1		171
Reference		10	67	3	21	30	10	12	27	49	55	25	309
Science					3		10		394	40	1	3	451
Social Work													
Spec. Collections (Total)													
Theatre Arts		2					6	1			1		10
Tare		3											3
						1 (Z Coll.)							

Table IV
NON-BOOK MATERIAL

COLUMBIA UNIVERSITY LIBRARIES
CATALOGING DIVISION
SHELFLISTING REPORT (Sheet 2)

SECTION: Cata[illegible] - Proc[illegible]
SHELFLISTER: Mary A. O'Connor
PERIOD COVERED: July, 1971 - June, 1972

Name of Library	New & Replace	Withdrawn (Micro-films)	Micro-films (Reels)	Micro-cards & micro-prints	Micro-fiches	Phono-Records	Added cops. not re-corded on shl.	Multiple cops. withdrn. by depts.
Brought forward from sheet 1		12	12				Phono-tape 1	
SPECIAL COLLECTIONS								
& Classification								
Berlioz								
Book Arts								
Columbiana		4					1	
Dramatic Library								
E (Incunabula)								
Epstean								
Gonzalez Lodge								
Hist. Coll. Child. Lit.								
Macy Memorial								
Mudge								
Papyrus& Epigraphy								
Park Benjamin								
Reference								
Seligman								
Smith								
X (Manuscripts)								
Y (Collection)								
(Spec. Coll.Sub-Total)		4	4				1	
I.TOTAL (General Lib. & Departmental Libs.)		16	16				2	
PROFESSIONAL SCHOOLS:								
Avery								
Business								
Engineering								
Journalism								
Law							5 cassettes in 1	
Library Service								
Medicine								
Social Work								
II.TOTAL Prof.Schools							5 cassettes in 1	
III.Barnard College Titles:								
GRAND TOTAL (Total of I,II,&III)		16	16				7	

Table V

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1971 Library Rare Book and Manuscript Library Special Collections

Staff member responsible for this report: Kenneth A. Lohf
(see instructions on back)

Month	Loans to Individuals			Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)		Columbia	Non-Columbia Including Affiliates
		Books	Manuscripts		
July		394	170,596	1,897	2
Aug.		606	87,182	922	
Sept.		395	33,608	510	
Oct.		730	42,271	459	2
Nov.		1,003	47,548	1,730	5
Dec.		1,635	70,912	490	7
Jan.		1,111	62,781	374	4
Feb.		646	38,964	752	1
March		1,136	53,151	906	21
April		1,017	48,874	174	500
May		651	141,090	1,742	
June		885	79,810	621	4
TOTAL		10,209	876,787	10,577	546

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at ca. 7,500 items. (Briefly indicate the manner in which this estimate was made in the space below.)

This estimate includes Manuscript and Incunabula Catalogs, Book Dealer Catalogs, and Reference Books, and is based on the average daily count made by the pages responsible for shelving these materials.

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Table VI

Purchases made by Special Collections during 1971/72

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293 General	75 $ 2,783.94	5 $ 155.82	5 $ 5,200.00	5 $ 568.19		$8,707.95
297 Duplicate	20 $ 1,537.90	17 $2,663.79	5 $4,600.00	1 $ 175.00	1 $ 250.00	$9,226.69
358 Gen.& Mem. Gifts	4 $ 9,147.38	1 $ 765.00				$9,912.38
429 Epstean	1 $ 325.00					$ 325.00
482 Smith	6 $ 6,715.00					$6,715.00
283 Strassburger	3 $ 257.50					$ 257.50
484 Ulmann	22 $ 1,601.40					$1,601.40
497 Lodge	23 $ 7,368.94					$7,368.94
533 Friends	9 $ 1,435.54	4 $ 622.94	1 $ 550.00	1 $ 90.00	1 $ 631.00	$3.329.48
536 Engel	8 $ 1,672.73	2 $ 675.00				$2,347.73
TOTALS	171 $32,845.33	29 $4,882.55	11 $10,350.00	7 $ 833.19	2 $ 881.00	$49,792.07
1293 Binding	allocation $4,500.00				expended	$ 4,724.15

Summary of the Year's Work

When the Governor Herbert Lehman Papers vacated Room 833 Butler Library in September 1971, and when the Russian Archives vacated Room 800 Butler Library in October 1971, the Division of Special Collections re-assigned various areas within its premises. Room 833 was designated the Manuscript Collections and Archives Reading Room, and it commenced operations on October 12, 1971. By means of a gift of $5,000.00 from the Graduate Faculties Alumni, the Room was re-painted, re-lighted with Lightolier fixtures, and carpeted. Because separate facilities have now been set-up for manuscripts, we are able to provide much more efficient reference service, to furnish speedier retrieval of manuscripts for reader use, and to process and organize collections more easily and efficiently.

With the removal of the manuscript activities to the eighth floor, Room 654 Butler Library has now become the Rare Book and Manuscript Reading Room. The card catalogs and reading desks, as well as the librarians' desks, have been re-arranged to provide more comfortable space for staff and readers. Closer supervision of the use of rare books and medieval and renaissance manuscripts is now possible.

A break-down of the types of materials serviced in each of the Special Collections reading rooms is given in the Appendix.

When the Russian Archives moved to the International Affairs Building in October, the entire space in room 801 was assigned to the Special Collections office. The north-south partition was removed, and a new east-west partition (8 ft. high, 2 ft. higher than the former partition) was installed, dividing the room into two units, one to serve as the office and working area for the Librarian for Rare Books and Manuscripts, and the

other to house the desks of the secretary, bibliographical assistant, and Friends secretary. The new arrangements have proved to be most satisfactory and efficient.

. . . . . .

1. Development and Maintenance of the Collections

Gifts. During 1971-72 the holdings in books and manuscripts and the statistics on use have increased significantly. Because of our relatively limited endowed and alloted funds, the development of the resources of the Division depends largely upon gifts. During the year we have been enriched by a succession of distinguished gifts, which will contribute substantially to our continuing high level of service and usefulness to scholarship. In 1971-72 donors added 2,990 volumes and 627,977 manuscript items worth $304,516.50 in appraised or estimated value. Among the 141 separate donations made during the year were those from members of the Friends of the Libraries, alumni and faculty of the University, and other interested persons primarily from the New York City area.

Thirty-one significant collections of manuscripts and papers were included in the year's gifts and purchases. The major gifts are recorded in "Our Growing Collections" in each issue of the Columbia Library Columns. However, special mention can be made of the following gifts: Louis K. Anspacher Papers; Drawings by Arthur Rackham for The Vicar of Wakefield presented by Mr. and Mrs. Alfred C. Berol; Autograph letter written by Francis Scott Key, to his father, September 2, 1814, presented by Mr. and Mrs. Berol; The Book of Ruth from the Gutenberg Bible presented by the Mary Flagler Cary Charitable Trust; Harper & Row Papers presented by the publishers; Papers of the Declaration of Atlantic Unity presented by Walden Moore;

George R. Pegram Papers (transferred from the Physics Department); Lindsay Rogers Papers; M. Lincoln Schuster Papers and Library; and the Annie Laurie Williams Papers.

Purchases. During the year we expended $49,792.07, of which $32,608.00 represented funds budgeted for the department (including the binding allotment). The remaining funds were donated to Special Collections by individual donors for specific purposes. For instance, $8,000.00 was donated by Dr. Corliss Lamont to cover the final two payments for the Rockwell Kent Collection. The total price of the Collection was $30,000.00 and the original payments totaling $22,000.00 were made from funds donated in the preceding fiscal year by Mr. and Mrs. Alfred C. Berol ($5,000.00), Mr. Dan Burne Jones ($2,000.00), and Mrs. Arthur Hays Sulzberger ($10,000.00). This magnificent Collection of Kent's working drawings and sketches, manuscripts, and letters broadens our research resources in the field of graphic arts.

Purchased during the year were 171 books, 29 manuscripts, and 11 collections of papers. Seven appraisals were also paid for out of division funds. A detailed breakdown by fund is given in Table VI.

Duplicates. Continuing our policy of selling or exchanging unwanted and unneeded duplicate books, we have disposed of 1,084 items during the year. The sale and exchange value of the items was $8,595.59. Significant collections and groups of books and manuscripts, that could not have been acquired by means of budgeted funds, have been added through purchases made on the Duplicates Fund. This Fund, which can be used to take advantage of unexpected purchase opportunities, improves our competitive standing with other institutions having larger funds at their disposal. The most important purchase on the Duplicates Fund this year was a collection relating to the American poet John Berryman (A.B. 1936), including inscribed first editions, manuscripts, and autograph letters.

Binding and Preservation. During the year 202 volumes were bound by the commercial binder. This represents an increase of 23 volumes over the preceding year, but well below the totals for 1968-69 (286 volumes) and 1969-70 (231 volumes). Static funds and rising prices have prevented us from significantly increasing the number of volumes bound, although our needs in this area are great and, in some cases, crucial.

The Columbia bindery repaired and cased 702 volumes; this represents an additional 144 volumes over the previous year. This encouraging increase could not have been accomplished without the co-operation of Mrs. Vera Herman, Miss Thea Hammann, and other personnel of the Binding Department. We have nearly completed refurbishing our collections of manuscript catalogs and the Plimpton juvenile books. In the case of manuscript catalogs about one-third of the volumes were rebound or repaired; and for the Plimpton juvenile books a Gaylord pamphlet binding (with non-acidic paper and protective flaps) was used. Miss Hammann also matted nearly one hundred Rockwell Kent drawings, which contributed to the success of that major exhibition.

In general, the use of the Gaylord pamphlet with acid-free flaps is a great asset in processing and preserving fragile, ephemeral material. They are available in a variety of sizes, and are practical and simple to handle. However, we have a need for the services of a resident professional binder and restorer to handle the increasing number of books in large format which have deteriorated over the years, and which we cannot send to the commercial binder because of insufficient funds.

During the spring semester volunteers enrolled in the rare books program of the School of Library Service were instructed by our Department in the lactating and oiling of leather bindings. Under supervision, they employed this process on 89 volumes from the B Collection. This pilot

project served as both pragmatic instruction for the students and a supplement to our preservation program. The General Assistant assigned regularly to the lactating and oiling projects four hours a week serviced 147 volumes from the same collection, bringing the total number of volumes lactated and oiled to 236.

Exhibitions. For budgetary reasons the Exhibitions Assistant's allotment of hours was reduced this year from 15 hours to 10 hours per week. Despite this reduction we have maintained our annual program at the same level of four major exhibitions in Butler Library. The following exhibitions were mounted by the department and on view in the third floor exhibition area:

Four in New York, 1871-1971. (Dreiser, Stephen Crane, James Weldon Johnson, John Sloan). June 16 - October 31, 1971.

Authors, Agents & Other Friends. November 1, 1971 - February 3, 1972.

Ulysses, 1922 - 1972. February 1 - May 15, 1972.

Rockwell Kent Drawings. June 1 - September 21, 1972.

In addition to these, we mounted two exhibitions in Low Memorial Library on the occasions of the fall and winter meetings of the Friends of the Columbia Libraries. To maintain this double schedule, and to prepare major exhibitions that are both meaningful and visually appealing, it is strongly recommended that the Exhibitions Assistant's number of hours be restored to 15 hours per week as soon as practicable.

2. Bibliographical Control

Printed Materials. The collections have been increased this year by the addition of 3,161 volumes through purchase and gift. Our arrearages increased to 56,764 volumes; of this number, 42,146 volumes are in collections

that may never need to be officially cataloged. As was noted in previous years, these uncataloged research materials represent a crucial bibliographical handicap as they are virtually unknown and inaccessible to scholars and students, though among them are thousands of items in all academic disciplines unique to the Columbia holdings. During the past year, and continuing into the current year, we have been preparing temporary typed slips for these uncataloged items, which we have filed in the catalog in the Rare Book and Manuscript Room (654 Butler Library). This bibliographical control, extending now to more than 2,000 volumes, is making these formerly unknown titles available to researchers, and it is of considerable value in the weeding out of duplicates and in the prevention of purchasing duplicate copies. There are no records for these titles in the main public catalog in Room 325 Butler Library.

We have completed the inventory of the Incunabula Collection, which is now arranged by Goff number. Standardized catalog cards are being prepared by the Reference Librarian, utilizing the bibliographical data present in the Goff Census.

The total recorded holdings as of June 30, 1972, in printed materials stands at 324,502 volumes. This figure does not include the 14,618 volumes awaiting cataloging.

Manuscript Collections. The Library's holdings of manuscripts have been increased by the addition of 48 manuscript collections containing 627,977 items. This is the largest number of manuscripts added in any single year. During the year, 596,253 manuscripts were processed and 13,643 manuscripts were individually cataloged. Because of the new Manuscript Collections and Archives Reading Room, the re-assignment of staff, and the centralization of manuscript activities, we have been able to process

new acquisitions more efficiently. However, we still have a backlog from previous years representing processing, cataloging, and calendaring projects. Total recorded manuscript holdings as of June 30, 1972, stand at 4,657,977 items in 680 separate and distinct collections.

3. Reference

Use of Books and Manuscripts. During 1971/72 there was a significant increase in the use of both books and manuscripts. The statistics for the past five years are as follows:

	Manuscripts	Books
1967/68	265,568	9,299
1968/69	485,020	9,362
1969/70	487,971	9,447
1970/71	642,040	8,442
1971/72	876,787	10,209

The statistics on reader visits for the past five years are as follows:

1967/68	4,597
1968/69	4,609
1969/70	5,040
1970/71	4,959
1971/72	5,101

More readers visited our reading rooms this year than in any other previous year. The Rare Book Reading Room (654 Butler Library) was filled to near-capacity several times during the year, but was not over-crowded to the same degree as it was before the division of the reading rooms.

Reference Correspondence. 1,008 reference and gift letters were written by members of the department staff, the largest number recorded in any single year. These letters require considerable staff time in bibliographical searching, preparing lists, setting up photographic orders, etc.

Lectures. Lectures on the use of rare books and manuscripts throughout the year were given by members of the professional staff to master's and doctoral seminars in the fields of history, literature, and library service. Included were the seminars of Professors Donno, Tauber, Somerville, McKitrick, Metzger, Belanger, Graham, and Thompson.

. . . . . .

With the continuing acquisition of large and important book and manuscript collections (Random House Papers, M. Lincoln Schuster Papers and Library, Annie Laurie Williams Collection, Harper & Row Papers, etc.), we shall require additional clerical and professional staff if we are to handle properly and fully the processing, bibliographical searching and listing, and the servicing which these new collections require to make them available to scholarship, and to fulfill our obligations to donors. This problem, along with that relating to the cataloging arrearages, represent the most serious deterrents to full scholarly use of our broad research resources. The lack of appropriate reading room facilities for rare books is the problem that most affects our image in the book-collecting world.

Our professional and clerical staff has performed with skill, devotion, and imagination. Their special academic qualifications and professional interests enable us to offer to scholars and students the services they have come to regard as our characteristic strength. The professional staff is comprised of three reference librarians, Bernard R. Crystal, Patricia DeGeorges, and Eldon L. Jones. The Division of Special Collections has many important contacts with the academic staff of the University. Many members of the faculty confer with us on prospective acquisitions, and we

inform them of new acquisitions which might be of use to them in their own work, or in that of their graduate students. In addition, our faculty members and their graduate students, as well as those from institutions throughout the country, confer with us on a variety of research problems, such as the location of manuscripts and books, publication and research projects underway, literary and ownership rights, to mention only a few of the most common. We have a unique relationship of mutual need with our faculty. Their interest and advice, along with our imaginative understanding of their research activities, gives Special Collections an important role in the academic well-being of the University.

COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date November 17, 1971

To

Subject The types of materials serviced in each of the Special Collections Reading Rooms.

On October 11, a new Reading Room was opened for the use of manuscript collections and archives. The Division of Special Collections now has separate facilities for the servicing of printed materials and manuscripts. The Reading Rooms, and the materials serviced in them, are as follows:

Rare Book and Manuscript Library, 654 Butler Library (Telephone Ext. 3320):

1. All printed material, including All works listed in the main card catalog in 325 Butler.
2. All manuscripts dated before 1600.
3. All manuscripts cataloged (and with classification numbers) in the main catalog in 325 Butler, ie, "X" Collection, Kilroe Collection, Carmel Johnson, Phoenix, etc.
4. Papyrus, epigraphy, and cuneiform specimens.
5. Archival copies of masters essays and doctoral dissertations.
6. Art works housed in the Division, ie, Rackham, Kent, posters, etc.
7. Historical Map Collection.

Manuscript Collections and Archives Reading Room, 833 Butler Library (Telephone Ext. 2363):

1. All manuscript collections, including personal papers and archives of publishing houses, institutions, and business organizations.
2. Oral History Collection.
3. Microfilms of manuscript collections owned by Columbia.

Kenneth A. Lohf
Librarian for Rare Books
and Manuscripts

Special Collections

1971-72

Alice H. Bonnell

Curator of Columbiana

Table I

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections: Annual Report for the Year Beginning July 1, 1971

Library Name: Columbiana Reported by: _____ Date: _____

	TOTAL Beginning of year	ADDITIONS			WITHDRAWALS			NET CHANGE	TOTAL End of year
		Catalog. Dept.	Departmental Library	TOTAL	Catalog. Dept.	Departmental Library	TOTAL		
MATERIAL									
1. Monographs	6,281	0	21	21	0			21	6302
2. Bound Serials	8,107	0			0				8107
3. Unbound Serials			56	56				56	56
4. Master's Essays									
5. Uncataloged?	3,114								3114
6.									
7.									
8. TOTAL lines 1-7	17,502		77	77				77	17,579
9. Manuscripts	ca. 130		47	47				47	177
10. Microfilm reels	ca. 151								151
11. Microfiches									
12. Microcards									
13. Microprints									
14. TOTAL lines 10-13	ca. 151				4				151
15. Films	9								9
16. Film strips									
17. Slides									
18. Phonorecords	54		1	1				1	55
19. Tape recordings	29								
20. Framed Pix	193								
21. Scrapbooks	118		29	29				29	147
22. Memoribilia	1,450								
23. Phonotape					1		1	-1	
Diplomas			18	18				18	18

C1(1071)3C

ADDITIONS

Table II

COLUMBIA UNIVERSITY LIBRARIES

Growth of Collection Statistics (Reader Services)

Year Beginning July 1, 1971 Library Name Columbiana

ADDITIONS

Instructions:
1. Reader Services Units count only material that has not been and will not be processed by Cataloging Units.
2. Photocopy the form and send to the Director's Office, 315 Butler Library, by the 10th of the following month.
3. For further instructions see the detailed instruction sheet.

MATERIAL	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	TOTAL ADDITIONS
1. Monographs			6									15	
2. Bound Serials													
3. Unbound Serials		1								55			
4. Master's Essays													
5. Scrapbooks			20									12	
6.													
7.													
8. Total lines 1-7													
9. Manuscripts		276		56			1	2			12		
10. Microfilm Reels													
11. Microfiches													
12. Microcards													
13. Micro-prints													
14. Total Lines 10-13													
15. Films													
16. Film strips													
17. Slides													
18. Phono Records				1									
19. Tape Recordings													
20. Diplomas	1			1									
21. Photographs	4		52	636		4	12	47	10	13		33	
22. Misc. Memorabilia	181	4		25		66	21	#		30+	500+	200+	
23. Academic Robes		1		1		16	3						

USE THIS FORM FOR ADDITIONS ONLY

C2(671)

Table III

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1971 Library Columbiana

Staff member responsible for this report: Alice H. Bonnell
(see instructions on back)

Month	Loans to Individuals		Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)	Columbia	Non-Columbia Including Affiliates
July		196	0	0
Aug.		73	16	0
Sept.		76	16	0
Oct.		100	6	1
Nov.		162	12	0
Dec.		80	42	0
Jan.		73	1	0
Feb.		97	0	0
March		96	7	0
April		78	0	0
May		68	13	0
June		44	0	0
TOTAL	-	1143	113	1

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at _____ items. (Briefly indicate the manner in which this estimate was made in the space below.)

C5(670)2C

Table IV
COLUMBIANA
Annual Report - Statistics
1970 - 1971

	1968/69	1969/70	1970/71	1971/72
I. Attendance				
Reader Visits	506	514	557	523
Visitors	3048	2492	2269	2354
II. Use of the Collections				
On the premises.				
Books	806	1034	1141	945
Manuscripts	137	149	190	56
Vertical File (boxes & folders)	212	175	169	142
	1155	1356	1500	1143
Off the premises				
Intramural	406	294	226	113
Extramural	18	11	24	1
	424	305	250	114
Total use	1524	1663	1750	1257
III. Growth of the Collections				
A. Printed Matter				
New Acquisitions catalogued				
Books	10	0	0	15
Serials	67	69	56	52
New Acquisitions uncatalogued	28	12	14	5
Additions to duplicates	30	9	9	25
Additions to Faculty off-prints	5	35	17	300 ca.
B. Manuscripts				
Individual manuscripts				
Books	15	2	0	0
Letters, etc.	18	10	50	15
Manuscript Collec.	5	6	2	1
Add. to Ms. Collec	0	5	0	0
C. Other materials acquired				
Framed pictures	12	24	10	10
Diplomas	2	24	7	12
Scrapbooks	9	1	2	33
Photo albums	0	0	1	0
Memorabilia	6	28	2	204
Student Protest	ca1000	ca1000	ca3000	ca1200
Photographs	7	12	18	863
Academic Robes	0	0	0	2

IV. Processing	1968/69	1969/70	1970/71	1971/72
A. Printed materials				
Previous acquisitions catalogued	57	8	62	183 monographs 17 serials
Sent to Cataloging Dept	72	69	69	269 monographs 25 serials
Sent to Binding Dept	99	48	110	237
Received from Cataloging	67	77	122	198 monographs 69 serials
Received from Binding	99	74	100	193
B. Manuscripts (processed in Columbiana)				
Book manuscripts	4	13	0	5
Letters, etc.	125	117	0	20
Manuscript Collec.	2	5	6	2
Additions to Ms. Collec.	50	17	2	2
C. Other materials (Processed in Columbiana)				
Framed pictures	15	24	5	4
Diplomas	2	59	2	38
Scrapbooks	3	1	1	2
Photograph albums	1	1	0	0
Departmental Records	95	7	12	15
Administrative Records	0	0	0	13
Academic robes	0	7	1	2
Alumni Records	15	4	0	0
Phonograph records	3	0	0	1
Broadsides	20	0	0	0

Columbiana
Annual Report - 1971 - 1972

I. Development and Maintenance of the Collection
A. Printed Materials

Acquisitions

The Columbiana Collection has been increased in 1971/72 by the additions of 72 volumes, 52 serials and 15 monographs catalogued and 5 monographs uncatalogued, by 25 additions to the duplicate collection and ca 300 to the Faculty off-print file. Many phases of Columbia's history, both early and modern, are represented in these acquisitions.

Cataloging and indexing

267 volumes were catalogued in 1971/72, of which 69 were serials. Cataloging has proceeded on a regular basis this year for the first time in about 5 or 6 years, about 20 - 30 books beeing processed each month. The backlog of uncatalogued monographs is about 200 items.

In the interesta of eliminating duplicate operations in the libraries and effecting economies thereby, it was decided in June 1971 to discontinue the clipping and mounting operation in Columbiana and to substitute instead xerox copies of clippings processed by the Journalism Library which relate to Columbia. This routine has been in force during the year and in the main seems an acceptable solution although the material clipped by the Journalism Library does not embrace as much as would be clipped by Columbiana who have a more detailed knowledge of those related to Columbia. The daily received press releases from the Office of Public Information are filed in Columbiana. During the year Columbiana has continued to receive many contributions of collections of ephemera handed out on campus. This material is added to a file already established by broad subject interest.

B. Manuscripts and manuscript collections

Acquisitions

15 individual manuscripts and 1 manuscript collection were acquired during 1971/1972. Among the manuscripts were original sketches by Julian Clarence Levi for various Columbia publications and a letter from J. H. Van Arringe to Robert Haskell, '87C. The manuscript collection contains materials relating to Columbia

activities in World War II, including security clearance, etc.

Cataloging

Two manuscripts collections were arranged and indexed in Columbiana and additions were made to the Departmental, Administrative and Diploma Collections

C. Other materials

Among the acquisitions of non-book, non-manuscript materials were 10 framed pictures, 33 scrapbooks relating to Columbia and its alumni, 863 photographs, and ca 1200 student protest materials. Received also was the Ph.D. hood and cap of Dr. Allan Nevins, the gift of his widow.

D. Binding

237 volumes were sent in 1971/72 to the Binding Department for portfolio boards, and pamphlet binding. These were current acquisitions as well as previously acquired materials in need of preservation.

II. Bibliographic Control

The index to Columbia College Today has been brought up to date, and likewise the index to Honorary degrees granted each year. The much needed index to the Spectator cannot be undertaken with reduced staff of Columbiana

III. Reference and Circulation

In 523 reader visits 1143 items were used in the Reading Room; 114 items were sent for intramural and extramural loan. In addition to requests received in the Reading Room for information and reference assistance, many telephone and mail requests come daily. 158 reference letters were written during the year.

Chief among Columbiana's users are the officers of administration in Low Library, students and Faculty of Columbia University, the Office of Public Information, staff of Columbia College Today, Spectator and the University Newsletter, and the Alumni Federation office. Mr. James Keating, doctoral candidate at Teachers College has made daily use of Columbiana materials in his research for his dissertation - Seth Low and the University idea at Columbia. Non-Columbia users included: Phyllis Ehrenberg, doctoral candidate at University of Michigan, for education at King's College; David Robson, doctoral candidate at Yale University, for relation of colonial colleges to

Sheldon S. Coleen, Loyola University, for material on King's College; Fred S. Grandinette, instructor at Southern Connecticut State College to use materials on Professor Armin Lobeck for a major study of Lobeck; Selma Radner private researcher, for materials on Renwick and Brevoort families; Prof. Charles A. Loggren, Claremont Men's College, for contents of the Columbia College Library 1785-1790 for a study of college libraries of that period; Prof. Hamilton Cravens, University of Maryland, for materials on the development of the departments of anthropology, zoology, sociology and psychology ca. 1900-1940; Professor David Humphrey, Carnegie-Mellon University, for material on the Lottery of 1747 and the Lottery Trustees in continuing his study of King's College; Eric Evans, McGill University, for materials on the religious controversy surrounding the establishment and early years of King's College; David H. Fine, Brandeis University, for material on collegiate literary societies in the early 19th century; Lt. Col. Gerald Breen for pictures and material on Horace Mann School as part of his study of the poet, Alan Seeger; Harry Seawell, Ohio Valley Rowing Club, for pictures and other visual material on Columbia rowing history to be used for a documentary on rowing; Mrs. Esther MacDonald, Educational Testing Service, for changes in student fees, enrollment, admission requirements, etc. 1900-date; L. Glen Seretan, doctoral candidate at University of Toronto, for material on Daniel DeLeon and his son, Solon, the subjects of his dissertation. In addition, students have come from a number of universities to use the file of student protest materials.

Intramural loans (113) were made chiefly to the officers of administration in Low Library, Photographic Services and Office of Public Information.

IV. Library Operations and Administration

As in the past, the King's College Room has been open to visitor's view during the Columbiana Library working hours. The daily flow of visitors ranges from single individuals to tour groups of 20 to 30 persons. The

Room is no longer open for Rotunda dinners since the use of the corridor outside for serving and cloakroom facilities makes access to the room impossible. It is, however, used on selected occasions for small ceremonies and high-level committee meetings and is enjoyed by all who see it.

B. Exhibitions

The exhibition of the architectural development of the Columbia University campus in the Columbiana Reading Room continues to be of interest to all who visit here. In May a similar exhibition was set up in the Rotunda featuring the photographs of the construction of Low Memorial Library. Columbiana maintains a two case exhibition in the entrance to Butler Library displaying various events and stories connected with Columbia's history.

C. Staff

Columbiana has been operated this year by one full-time professional (the Curator) and a 3/4 time page. This reduction in personnel has resulted in some reduction in the processing of materials in Columbiana.

With the retirement of the Curator from full-time employment as of July 31, 1972, the hours of opening of Columbiana will be reduced to four hours per day (9 - 1 Monday through Friday).

Respectfully submitted

Alice H. Bonnell

Alice H. Bonnell
Curator, Columbiana
July 31, 1972

COLUMBIA UNIVERSITY LIBRARIES

Growth of Collection Statistics (Reader Services)

W[illegible] beginning July 1, 1971 Library Name **Special Collections**

[illegible] Units count only material that has not been and will not be processed by Cataloging [illegible].

[illegible] Reported each month to the [illegible] Office, 315 Butler Library, by the 10th of the following month.

[illegible] Units are to be listed on this separate sheet.

ITEM	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	TOTAL WITHDRAWALS
1. Monographs	0	6	0	0	0	0	0	0	0	0	0	0	6
2. Bound Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Unbound Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
4. Master's Essays	0	0	0	0	0	0	0	0	0	0	0	0	0
5. Scores(sheet music)	0	0	0	0	0	0	0	0	0	0	0	0	0
6. Dealer's Catalogs	0	0	0	0	0	0	0	0	0	0	0	0	0
7Collections (uncat)	0	0	0	0	0	0	0	0	0	0	0	0	0
[illegible]tal Lines 1-7	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0
[illegible]els	0	0	0	0	0	0	0	0	0	0	51	0	51
[illegible]	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0
[illegible]	0	0	0	0	0	0	0	0	0	0	0	0	0
[illegible] Total Lines 10-13	0	0	0	0	0	0	0	0	0	0	0	0	0
[illegible] Films	0	0	0	0	0	0	0	0	0	0	0	0	0
16. Film [illegible]ings	0	0	0	0	0	0	0	0	0	0	0	0	0
17. Slides	0	0	0	0	0	0	0	0	0	0	0	0	0
18. [illegible] Records	0	0	0	0	0	0	0	0	0	0	0	0	0
19. Tape Recordings	0	0	0	0	0	0	0	0	0	0	0	0	0
20. Broadsides	0	0	0	0	0	0	6	0	0	0	0	0	0
21. Maps	0	0	0	0	0	0	0	0	0	0	0	0	0
22 Memoirs(Oral Hist)	0	0	0	0	0	0	0	0	0	0	0	0	0
23 Pictures, prints,etc.	0	0	0	0	0	0	0	0	0	0	0	0	0
24 Posters	0	0	0	0	0	0	0	0	0	0	0	0	0
25 Cuneiform tablets	0	0	0	0	0	0	0	0	0	0	0	0	0
26. Epigraphy specimens	0	0	0	0	0	0	0	0	0	0	0	0	0
27. Papyri	0	0	0	0	0	0	0	0	0	0	0	0	0
28. Ostraca	0	0	0	0	0	0	0	0	0	0	0	0	0
29. Press File	0	0	0	0	0	0	0	0	0	0	0	0	0
30. Arrearages	0	330	139	110	70	55	45	263	6	377	80	324	1,799

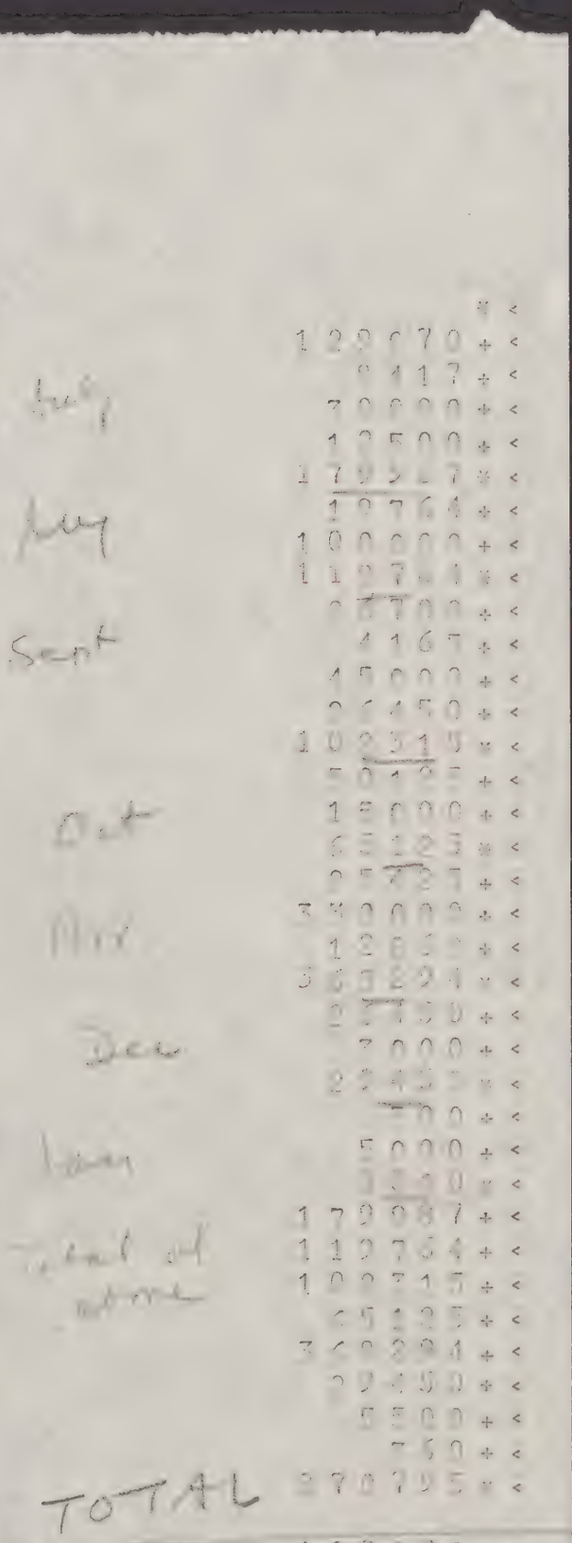
ADDITIONS

COLUMBIA UNIVERSITY LIBRARIES
Growth Collection Statistics (Reader Services)
Year Beginning July 1, 1971 Library Name Special Collections

ADDITIONS

Instructions: 1. Reader Services Units count only material that has not been and will not be processed by Cataloging Units.
2. Complete the form and send to the Director's Office, 315 Butler Library, by the 10th of the following month.
3. [illegible] see the detailed instruction sheet.

MATERIAL	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	TOTAL ADDITIONS
1. Monographs	0	2	0	0	0	0	0	0	0	0	0	0	2
2. Bound Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Unbound Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
4. Master's Essays	0	0	0	0	48	0	0	1	0	0	0	0	48
Scores (sheet music)	0	0	0	0	0	0	0	0	0	0	0	0	0
6. Dealer's Catalogs	77	42	0	50	57	59	33	37	80	53	18	58	564
7. Collections (uncat)	0	0	0	0	0	585	0	0	0	1,520	56	12	2,173
Total lines 1-7	77	44	0	50	105	644	33	38	80	1,573	74	171	2,889
[illegible]	0	121,086	31,001	24,028	107,691	125,171	36,442	66,670	60,830	5500	49,527	31	627,977
[illegible]	28	142	0	0	10	0	6	4	4	2	7	12	215
[illegible]	0	0	0	0	0	0	0	0	0	0	0	0	0
[illegible]	0	0	0	0	0	0	0	0	0	0	0	0	0
[illegible]	0	0	0	0	0	0	0	0	0	0	0	0	0
[illegible] lines 8-13	28	142	0	0	10	0	6	4	4	2	7	12	215
15. Films	0	0	0	0	0	0	0	0	0	0	0	0	0
16. Film strips	0	0	0	0	0	0	0	0	0	0	0	0	0
17. Slides	0	0	0	0	0	0	0	0	0	0	0	0	0
18. [illegible] Records	0	0	0	0	0	0	0	1,265	0	0	0	0	1,265
19. [illegible] Recordings	0	0	0	0	0	0	0	0	0	86	85	25	196
20. Broadsides	0	0	0	0	0	0	0	0	0	0	0	0	0
21. Maps	0	0	0	0	0	0	3	0	0	0	0	0	3
22. Memoirs (Oral Hist)	0	32	0	0	0	6	27	4	35	27	0	0 0	131
23. Pictures, prints, etc.	0	0	0	0	0	12	0	4,551	0	0	0	0	4,551
24. Posters	0	0	0	0	0	1	0	0	0	0	0	0	
25. Cuneiform tablets	0	0	0	0	0	0	0	0	0	0	0	0	0
26. Epigraphy speciments	0	0	0	0	0	0	0	0	0	0	0	0	0
27. Papyri	0	0	0	0	0	0	0	0	0	0	0	0	0
28. Ostraca	0	0	0	0	0	0	0	0	0	0	0	0	0
29. Press File (7/1/71)	1	0	700	0	0	0	118	69	6	320	1,255	712	3,181
30. Arrearages	151	942	1	399	89	773	11	70	107	0	37	36	2,616


July
Aug
Sept
Oct
Nov
Dec
Jan
Total of above
TOTAL
Feb
Mar
April
May
June

General Fund

MONTH	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	16 $1,290.70	1 Firbank $ 84.17	1 Machiz $300.00	1 Auerbach $ 125.00		$ 1,799.87
August	12 $ 197,64		1 Ginsburg $1,000.00			$ 1,197.64
September	8 $ 267.00	2 $41.65	1 $ 450.00	2 $ 264.50		$ 1,023.15
October	7 $ 501.25	1 ~	1 MacDuffie $150.00			$ 651.25
November	22 $ 254.25		1 Ginsberg-Orlovsky $3,300.00	1 Metzdorf $ 128.69		$ 3, 682.94
December	8 $ 264.50	2 $ 30.00				$ 294.50
January	1 $ 5.00			1 Auerbach $ 50.00		$ 55.00
February						—
March						—
April	1 $ 3.60					$ 3.60
May						—
June						—
	2,783.94	155.82	5,200.00	568.19		8,776.45

$ 707.95

Allotments: $8,800.
294: 700.
1293: 4,500.

Broke

Mrs

Cold

Total of sub-totals

Sub-T June

Sub-T March

Sub-T April

Sub-T June

Broke

MONTH	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July		1 Auden $275.00	2 Ferlinghetti, Ginsberg $2,925.00			$ 3,200.00
August		2 Berlioz $505.44				$ 505.44
September					1 Lanyon-Ginsberg painting $250.00	$ 250.00
October						—
November						—
December	3 $ 325.00					$ 325.00
January	1 $ 50.00		1 Stafford, Psychedelic drugs $100.00			$ 150.00
February	4 $ 670.00					$ 670.00
March	4 $ 78.50	2 Burroughs Ginsberg ~~$920.35~~	2 Whalen $1,575.00			2 573.85 ~~$3,243.85~~
April	6 $ 239.00	3 $262.50				$ 501.50
May		9 8-R.Kent ($605.- 6 com) 1-Rivera portrait of Lorca $700.50				$ 700.50
June	2 $ 175.40			1 $175.00		$ 350.40
	1,337.90	2,663.79	4,600	175.00	250.00	9,216.89

PB Sale money transfer to acct on 12/8/71 : ~~$528.00~~ 9,226.69
Berlitz Sec/Banzum tr. from 0311-501-5230 : $409.44.
Macnutt (Berlitz Exchange) 8/13/71 #96.
balance in Fund as of July 1, 1971 : $ 3,229.05

| | | |

General & Memorial Gifts

MONTH	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	2 Gaguin Santayana $ 1,345.00	1 Bernardinus $ 765.00				$ 2,110.00
August	1 Churchill $ 302.38					$ 302.38
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May	1 Gutenberg $7,500.00					$7,500.00
June						—
	9,147.38	765.00				9912.38

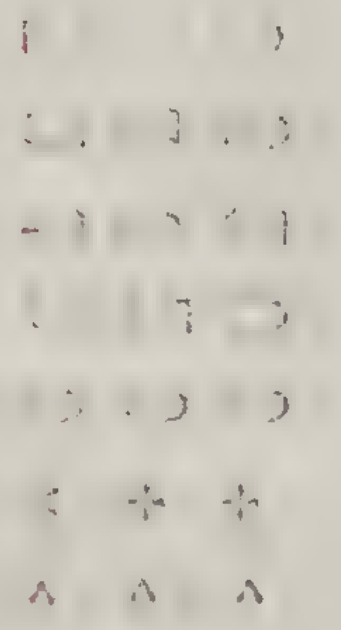
2,403.

MONTH	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	1 $ 325.00					$ 325.00
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
	325.00					325.00

Allotment: $ 330.

MONTH	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	3 $ 5,875.00	Kepler Chiromantia				$ 5,875.00
August						—
September						—
October						—
November						—
December						—
January						—
February	2 Ramus $315. Cullen $450. $ 765.00					$ 765.00
March						—
April	1 $ 75.00					$ 75.00
May						—
June						—
	6,715.00					6,715.00

Allotment: $ 6,674



MONTH	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	1 $ 225.00					$ 225.00
August						—
September						—
October						—
November						—
December						—
January	2 $ 32.50					$ 32.50
February						—
March						—
April						—
May						
June						—
	257.50					257.50

Bal. 35 —

Allotment: $ 260.

MONTH	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	1 $ 75.00					$ 75.00
August	2 $ 70.40					$ 70.40
September						—
October	2 $ 107.50					$ 107.50
November	4 $ 280.00					$ 280.00
December						—
January	3 $ 487.50					$ 487.50
February						—
March	7 $ 346.00					$ 346.00
April	3 $ 235.00					$ 235.00
May						—
June						—
	1,601.40					1,601.40

cap gains dist: # 134.
Allotment: $ 1,526.

Jul 450
275
650
497 400
546
190.40
224
347.20
100
90.

3272.60
1300 —
1810. —
74 84
377.45
72.40
490.31
171.20

7368.78

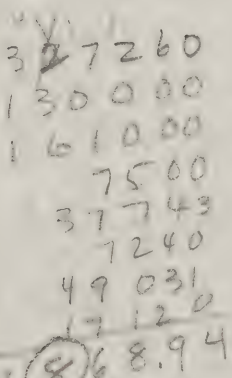
Aug. 300.
350
650.

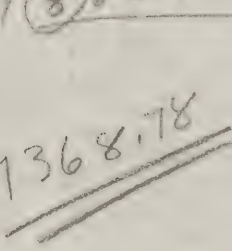
1300

Sept 325.
485.
250.
750.

1810

Nov 74.84
Dec 120
Jan 377.43
Feb 72.40
March 65.31
+25.
490.31
Apr 171.20
May
June





7368.78

MONTH	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	10 $ 3,272.60					$ 3,272.60
August	3 $ 1,300.00	Horace Homer Suides				$ 1,300.00
September						—
October	4 1,610.00 $ 1,610.00	Cicero 1488 Cicero 1493 Beroaldus 1495 Thomas Aquinas 1495				1,610.00 $ 1,610.00
November	1 $ 75.00	(ie., ₤30 @ $2.50)				$ 75.00
December						—
January	1 $ 377.43	Book (Stephanus) = 375. postage 2.43 377.43				$ 377.43
February	1 $ 72.40	Book (Columna) = 384.00 auction comm. 38.40 422.40 credit memo P.986 = 350.00 total 72.40				$ 72.40
March	2 #425.-Seneca $ 490.31					$ 490.31
April	1 $ 171.20					$ 171.20
May						—
June						—
	7,368.94					7,368.94

Adjustment: $ 7,399.

MONTH	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August	1 $ 145.14	3 $204.94				$ 350.08
September	6 $ 625.00 (Lamont + Santayana - $500)				European Bindery $631.00	$1,256.00
October			1 $550.00 Waugh books			$ 550.00
November						—
December	1 Stein $ 290.40			1 Metzdorf $ 90.00		$ 380.40
January						—
February						—
March						—
April						—
May		1 Kent ($380. + $38 comm.) $ 418.00				$ 418.00
June	1 $ 375.00					$ 375.00
	1,435 54	622.94	550.00	90.00	631.00	3,329.48

Lohf (Stein) $290.
Lamont gift $500
Cranmer gift $631.
Cranmer (Metzdorf) $90.

536

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148500 + <
  1573 + <
 17200 + <
167273 * <
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148500 + <
  1573 + <
 67500 + <
 17200 + <
234773 * <
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MONTH	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	2 $ 1,485.00					$ 1,485.00
August	5 $ 15.73					$ 15.73
September						—
October		2 $ 675.00				$ 675.00
November						—
December	1 $ 172.00	cost of book=160 commission 16 / 172				$ 172.00
January						—
February						—
March						—
April						—
May						—
June						—
	1,672.73	675.00				2,347.73

Allotment: $ 2,319.

LOHF

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1971 Library Rare Book and Manuscript Library
Special Collections

Staff member responsible for this report: Kenneth A. Lohf
(see instructions on back)

Month	Loans to Individuals			Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)		Columbia	Non-Columbia Including Affiliates
		Books	Manuscripts		
July		394	170,596	1,897	2
Aug.		606	87,182	922	
Sept.		395	33,608	510	
Oct.		730	42,271	459	2
Nov.		1,003	47,548	1,730	5
Dec.		1,635	70,912	490	7
Jan.		1,111	62,781	374	4
Feb.		646	38,964	752	1
March		1,136	53,151	906	21
April		1,017	48,874	174	500
May		651	141,090	1,742	
June		885	79,810	621	4
TOTAL		10,209	876,787	10,577	546

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at ca. 7,500 items. (Briefly indicate the manner in which this estimate was made in the space below.)

This estimate includes Manuscript and Incunabula Catalogs, Book Dealer Catalogs, and Reference Books, and is based on the average daily count made by the pages responsible for shelving these materials.

C5(670)2C

INSTRUCTIONS

Read all instructions before beginning this form.

1. A professional staff member is to oversee data collection procedures and the preparation of this report.

2. The purpose of this report is to obtain a reliable record of the use of library materials for research or instructional purposes. The base for the count is physical items; that is, a bound volume, an issue of a journal, a pamphlet, a microfiche, a microfilm reel, a manuscript, etc.

3. All loans signed for by an individual borrower or signed out to another library are to be counted. Items that must be signed for by users even though they cannot be taken from the library are to be included. The only recorded loans not to be counted are those to technical service departments, since such loans are generally made for operational reasons and not for research or instructional purposes.

4. Renewals are not to be counted.

5. The total number of recorded loans made each month in each category is to be entered in the appropriate column. The headings are self-explanatory. After the entries are made, copy the form on Xerox or other copying machine and send the copy to the Director's Office, 315 Butler, by the 10th of the following month.

6. At the end of the fiscal year:

   (1) Total all columns, checking figures carefully.

   (2) Estimate total non-recorded use (that is, books and other materials used by readers in the library without a charge being made) for the entire year, and indicate in a few sentences how this estimate was made; i.e., was it based on several samples taken during the year of books picked up from tables and shelved, general impressions, etc. In making this estimate it might be useful to consider non-recorded use in the light of recorded use--is it about one-half of recorded use, about equal to recorded use, more than recorded use, etc. Keep in mind during the year that this estimate will be required at the end of the year, and plan how you will provide the information. Note that this is simply to be a reasonable estimate based on experience and judgment. No special records or elaborate counts are to be made.

   (3) As is done each month, submit one copy of the completed form by July 10. Other copies will be needed for inclusion in your annual report.